

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **HEAD BUS DRIVER**

Jurisdictional Class: **Non-Competitive**

Date Adopted: **Unknown**

Date Revised:

Jurisdictions: **Schools**

Union Status:

Pay Grade: **Varies**

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for the efficient operation of the school district transportation system. The work is performed under general supervision in accordance with established policies and procedures. Supervision is exercised over the activities of Bus Drivers by observation and reports. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepares bus routes and schedules;

Interviews perspective drivers and recommends them to superior for hiring;

Trains new drivers and assigns them to individual routes;

Assigns drivers to special field trips;

Calls and assigns substitute drivers;

Maintains time records for payroll purposes;

Maintains trip records and prepares transportation reports including accident reports;

Checks the operation and cleanliness of buses;

Assists in preparing transportation budget estimates and recommendations;

Handles special transportation activities, such as taking sick children home and mail deliveries;

Handles complaints regarding transportation;

Consults with superior regarding unusual problems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of buses; good knowledge of the geography of the district; good knowledge of safety procedures and traffic laws and regulations; some knowledge of the standard automotive repair methods and of the terminology and tools of the trade; ability to plan and supervise the work of others; ability to get along well with others including the public; dependability.

MINIMUM QUALIFICATIONS:

Five (5) years of experience in operating automotive equipment, and completion of a standard grade school course; or any equivalent combination of experience and training.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT:

Must be at least twenty-one years of age and possess a Class 2 chauffeur's license issued by the New York State Department of Motor Vehicles.